

**Save America's Treasures**  
FY 2003 Historic Preservation Fund Grants to Preserve  
Nationally Significant Intellectual and Cultural Artifacts and Historic Structures and Sites

**APPLICATION**

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies of a complete application plus one (1) additional photocopy of this page for each project. See Additional Information on page 7 for program contacts and instructions on how to receive an electronic version of this application.

**1. PROJECT INFORMATION**

Title of Project (no more than 10 words) \_\_\_\_\_

Historic Property Address or Location of Collection \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Congressional District \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of project (select only one)

Historic district \_\_\_\_\_ Site \_\_\_\_\_ Building \_\_\_\_\_ Structure \_\_\_\_\_ Object \_\_\_\_\_

Artifact \_\_\_\_\_ Collection \_\_\_\_\_ Document \_\_\_\_\_ Sculpture \_\_\_\_\_ Work of art \_\_\_\_\_

Amount Requested (Federal share) \$ \_\_\_\_\_ TOTAL Project Cost \$ \_\_\_\_\_

**2. APPLICANT AND PROJECT DIRECTOR**

**APPLICANT AGENCY / ORGANIZATION**

Authorizing Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**PROJECT DIRECTOR (if different from Authorizing Official)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**3. SIGNATURE OF AUTHORIZING OFFICIAL** The applicant's authorizing official must sign and date this form.  
Signatures must be original and in ink.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### 4. OWNERSHIP AND PROOF OF NONPROFIT STATUS

Does the applicant own this property or collection?

\_\_\_\_\_ Yes      \_\_\_\_\_ No.

**If the applicant does not own this property**, attach a letter explaining the relationship between the owner and the applicant and the authority under which the applicant will be the grantee of record to undertake preservation work on the property or collection. The letter must be on the owner's letterhead and must be signed by the owner's authorizing official.

**If the applicant is not a Federal agency**, proof of nonprofit status must be attached to this application. Proof of nonprofit status may be:

- A copy of the Federal IRS letter indicating the applicant's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- An official document identifying the applicant as a unit of state or local government or other tax exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization letterhead and certified by an official of the parent organization.

**Please note** – A letter of sales tax exemption is not acceptable as proof of nonprofit status.

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#### 5. DOCUMENTATION

A minimum of four (4), 4"x6" or larger black and white or color photographs must accompany each copy of the application. Two must be general views of the historic property or collection, and the other two must document the threat or damage. Photographs must be labeled. Photocopies and photographs submitted electronically will not be accepted. Photographs will not be returned. **Please note** – Submission of printed digital photographs will not disqualify an application; however, photographs of lesser quality could affect reviewers' evaluation of an application.

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#### 6. PROJECT SUMMARY

In the space below, briefly summarize the proposed project. Discuss the national significance of the resource, its current condition, the nature of the threat, and the proposed preservation and/or conservation work. One continuation sheet may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

## 7. NATIONAL SIGNIFICANCE

**Applications not meeting this criterion will not receive further consideration.** Complete either section A or section B, as appropriate.

### A. FOR HISTORIC PROPERTIES

**Check one of the following and complete item "e".**

The district, site, building, structure, or object is:

- a) \_\_\_\_\_ **Designated as a National Historic Landmark.**
- b) \_\_\_\_\_ **Listed in the National Register of Historic Places for national significance. Please note that properties can be listed in the National Register for their significance at the local, state, or national level; most properties are not listed for national significance.** The level of significance can be found in Section 3 - State/Federal Agency Certification of the property's approved National Register nomination. Contact your State Historic Preservation Office (SHPO) if you have questions about the level of significance or do not have a copy of the approved nomination. If the property is listed for local or state significance, please go to item "d" below.
- c) \_\_\_\_\_ **Determined eligible for listing in the National Register of Historic Places for its national significance by the Keeper of the National Register.** Documentation of this determination by the Keeper must be attached to the application. If funded, the grantee must submit a National Register nomination to the State Historic Preservation Office within 12 months. Nomination preparation costs may be included in section 9 of the project budget.
- d) \_\_\_\_\_ **Evaluated as being eligible for listing in the National Register of Historic Places by the State Historic Preservation Office (SHPO).** The SHPO evaluates a property according to criteria laid out in 36 CFR 60 - *National Register of Historic Places* and may determine that the property is eligible for listing for its significance at the local, state or national level. The property must be determined to be eligible for listing for its national significance in order to be eligible for a Save America's Treasures grant. **A letter from the State Historic Preservation Office clearly stating that the building has been evaluated and is considered to be eligible for listing for its national significance and explaining the reasons why it is nationally significant must be attached to this application. Letters sent separately will not be considered part of the application.** If funded, the grantee must submit a National Register nomination, or an amended nomination supporting the national significance if the property is currently listed for its state or local significance, to the State Historic Preservation Office within 12 months. Nomination preparation costs may be included in section 9 of the project budget.
- e) Briefly explain the reasons why the property is nationally significant; one continuation form may be attached. If you checked "a" or "b" above, you may attach a copy of Section 8, Statement of Significance of the property's National Register nomination form instead of writing a narrative.

## **7. NATIONAL SIGNIFICANCE (CONTINUED)**

### **B. FOR COLLECTIONS.**

In the space below, describe the collection and provide a justification of the national historical, artistic, scientific and / or cultural significance of the collection. Guidance on national significance is provided in the Guidelines and Application Instructions, page 3. The justification must be clear to individuals not familiar with the collection. Applicants are strongly encouraged to provide brief, concise narratives.

## **8. PROJECT DESCRIPTION**

**Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.**

**A. WHAT IS THE THREAT TO THE HISTORIC PROPERTY OR COLLECTION?** Briefly describe the current physical condition and the source(s) and effect(s) of the threat, danger or damage to the historic property or collection.

**B. WHAT WORK WILL BE SUPPORTED BY THIS GRANT AND HOW WILL IT ADDRESS THE THREAT TO THE HISTORIC PROPERTY OR COLLECTION?** Briefly describe the key project activities and products to be supported by this grant and the required non-Federal matching share. Describe how the work will significantly diminish or eliminate the threat, danger or damage described above. List the key personnel undertaking the work and briefly describe their qualifications. If personnel have not been selected, briefly describe the qualifications you will require. (Please note: Do not send vitae. Grantee consultants must be selected competitively.) Describe how the project will have a clear public benefit. Explain how your organization will ensure continued maintenance of the historic property or collection in the context of your organization-wide preservation or conservation activities. On a separate sheet, provide a timeline for project completion, including each major activity with a schedule for its completion and its cost. Projects must be completed within the grant period, which is generally 2 to 3 years.

## 9. PROJECT BUDGET AND FINANCIAL INFORMATION

### A. PROJECT BUDGET

Using this budget format, outline the project budget on a separate sheet. Each cost item must clearly show how the total charge for that item was determined. All major costs must be listed, and all cost items should be explained in the narrative of the application. The budget must include at least the minimum required match (e.g., if applying for a \$300,000 grant, the budget must describe at least \$600,000 of costs/work.) All non-Federal matching share must be cash expended or services donated during the grant period, which is generally 2 to 3 years and is specified in the grant agreement.

**1. Personnel.** Provide the names and titles of key project personnel. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.

Name/Title of Position	Wage or Salary	Federal Grant Funds	Match /Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

**2. Fringe Benefits.** If more than one rate is used, list each rate and the wage or salary base.

Rate	Salary or Wage Base	Federal Grant Funds	Match / Cost Share (if any)	Total
% of	\$	\$	\$	\$
Subtotal		\$	\$	\$

**3. Consultant Fees.** This should include payments for professional and technical consultants participating in the project.

Name and Type of Consultant	# of Days	Daily Rate of Compensation	Federal Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
Subtotal			\$	\$	\$

**4. Travel and Per Diem.** Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	Federal Grant Funds	Match/Co st Share (if any)	Total
					\$	\$	\$
Subtotal					\$	\$	\$

**5. Office Supplies and Materials.** Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Equipment category (Category 6, below).

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$
Subtotal		\$	\$	\$

**6. Equipment.** List all equipment items in excess of \$5000. Items worth less than \$5000 or that have a useful life of less than two years must be listed in the Supplies and Materials category (Category 5).

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

**7. Construction/Conservation Materials.** If this a "lump sum" amount supplied by an architect or contractor, please explain briefly what work items are included in the lump sum.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

**8. Other (specify).**

Item	Cost	Federal Grant Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

#### BUDGET SUMMARY

Enter category totals here

Category	Federal Grant Funds	Match/Cost Share	Total
<b>1. Personnel</b>	\$	\$	\$
<b>2. Fringe Benefits</b>	\$	\$	\$
<b>3. Consultant Fees</b>	\$	\$	\$
<b>4. Travel and Per Diem</b>	\$	\$	\$
<b>5. Supplies and Materials</b>	\$	\$	\$
<b>6. Equipment</b>	\$	\$	\$
<b>7. Construction/Conservation Materials</b>	\$	\$	\$
<b>8. Other</b>	\$	\$	\$
<b>TOTAL PROJECT COSTS.</b>	\$	\$	\$

## 9. PROJECT BUDGET AND FINANCIAL INFORMATION (CONTINUED)

### B. WHAT ARE THE SOURCES OF THE NON-FEDERAL MATCHING SHARE?

List the sources and amounts of the required dollar-for-dollar non-Federal matching share, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants (except CDBG grants from the Department of Housing and Urban Development) may not be used for match. All non-Federal matching share must be used during the grant period, which is generally 2 to 3 years, to execute the project. Is the matching share secured and available? If not, explain.

### C. NON-FEDERAL APPLICANTS ONLY

Organization's non-Federal operating budget for the most recently completed fiscal year:

Year \_\_\_\_\_ Non-Federal budget \_\_\_\_\_

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### FOR ADDITIONAL INFORMATION

Applicants can obtain an electronic version of the instructions and application at the following web sites. Questions may be addressed to the agencies listed below.

#### FOR COLLECTIONS PROJECTS

National Endowment for the Arts  
Telephone 202.682.5516  
E-mail [jeffersk@arts.endow.gov](mailto:jeffersk@arts.endow.gov)  
Web [www.arts.gov](http://www.arts.gov)

National Endowment for the Humanities  
Telephone 202.606.8570  
E-mail [bpaulson@neh.gov](mailto:bpaulson@neh.gov)  
Web [www.neh.gov](http://www.neh.gov)

Institute of Museum and Library Services  
Telephone 202.606.4641  
E-mail [sshwarzman@imls.gov](mailto:sshwarzman@imls.gov)  
Web [www.imls.gov](http://www.imls.gov)

#### FOR HISTORIC PROPERTY PROJECTS

National Park Service  
Telephone 202.513.7270, press 6  
E-mail [NPS\\_treasures@nps.gov](mailto:NPS_treasures@nps.gov)  
Web [www2.cr.nps.gov/treasures](http://www2.cr.nps.gov/treasures)

#### FOR GENERAL INFORMATION

The President's Committee on the Arts  
and the Humanities  
Telephone 202.682.5409  
E-mail [choffman@neh.gov](mailto:choffman@neh.gov)  
Web [www.pcac.gov](http://www.pcac.gov)

**SEE PAGE 8 FOR APPLICATION SUBMISSION**

## **APPLICATION SUBMISSION**

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from an application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit would be given for any such use.

### **A complete application package is:**

- One (1) original application (application must be on 2003 form, applications on previous years form will not be considered) and supporting documents, including:
- Authorizing Official signature; for Federal Agencies, this is the agency head (Application #3).
- Proof of nonprofit status, if applicable (Application #4).
- Minimum of four (4), 4"x6" or larger black and white or color photographs (Application #5). Submission of printed digital photographs will not disqualify an application. However, photographs of lesser quality could affect reviewers' evaluation of an application.
- Documentation of determination of eligibility for listing in the National Register, if applicable (Application #7).
- Timeline for project completion (Application #8B).
- Detailed budget (Application #9).
- Seven (7) copies of the complete application package, including original photographs, not photocopies.
- One (1) additional photocopy of page one of the application.

**Applications must be received by Thursday, March 20, 2003. This is NOT a postmark deadline.**

## **SEND APPLICATIONS TO**

Save America's Treasures  
Heritage Preservation Services, National Park Service  
1201 "Eye" Street, NW  
6<sup>th</sup> Floor (ORG. 2255)  
Washington, D.C. 20005  
(202) 513-7270, press 6

**PLEASE NOTE** that applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is being irradiated against anthrax, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier (FedEx, UPS, DHL or other.)